

EARTHQUAKE SAFETY IN SCHOOLS DOCUMENT LIBRARY
January 2005

BOX 1:

<u>Date</u>	<u>Title/Description</u>
N/A	Folder labeled "SCEPP" Description: Manila folder. Folder contains various documents concerning the OES Southern California Earthquake Preparedness Project.
00/1989	Folder labeled "DOE TASK FORCE 1989, EQ Preparedness" Description: Manila folder. Contains documents from the California Dept. of Education and the State Architect concerning earthquake preparedness for schools. Folder also contains OES training program booklets.
00/1989	Folder labeled "DOE AB3730" Description: Manila folder. Folder contains Report of the Earthquake Preparedness Task Force in compliance with Assembly Bill 3730, California Dept. of Education.
N/A	Folder labeled "O.E.S. – Work & Documents" Description: Manila folder containing: OES Damage Assessment Plan for Volunteer Engineers (5/78); Exercise Response 87; Earthquake Hazard Reduction report from State Architect (1/80); Disaster Plan.
06/1992	Program Organization and Response Procedures: A Guide to the Professional Organizations, Post-Disaster Safety Assessment Plan (2 copies) Description: Booklet, gray cover. In 1991, California Office of Emergency Services began developing the Post-Disaster Safety Assessment Plan. This document introduces to participating professional organizations (i.e., private engineering resources) the organizational structure, responsibilities, and response procedures set forth in the plan.
10/1990	California Earthquake Advisory Plan Description: Booklet, deep blue cover. The Earthquake Advisory Plan is part of the State of California's comprehensive earthquake preparedness program. The plan results from on-going interaction between the California Office of Emergency Services and the scientific community. Prepared by California Office of Emergency Services.
12/1990	Posting of Buildings After the Loma Prieta Earthquake Description: Booklet, light blue cover. Purpose of the publication is to examine how local building officials evaluated buildings for safe occupancy after the Loma Prieta earthquake. Prepared by the Tagging Subcommittee of the Professional Practices Committee of Structural Engineers Association of Northern California (SEAONC).

<u>Date</u>	<u>Title/Description</u>
01/1996	Hazard Reduction Recovery Center – Publications Description: Small 4" x 9" book, blue cover. Contains a collection of publications produced by the faculty and research scientists of the Hazard Reduction & Recovery Center, College of Architecture, Texas A&M University. Instructions included for how to order publications.
N/A	ATC Applied Technology Council (Report Order Form) (2 copies) Description: Folded brochure, bronze cover. Applied Technology Council was established by the Structural Engineers Association of California. ATC assists the design practitioner in structural engineering to keep abreast of and effectively utilize technological developments. This brochure is an order/subscription form for ATC reports.
04/1988	Are You Ready? Palomar Medical Center – Disaster Education Newsletter Description: Black and white newsletter. Contains survival instructions for what to do during and after an earthquake.
N/A	Earthquake Preparedness Policy: Considerations for School Governing Boards Description: Booklet, white cover. Considerations for decision makers in implementing earthquake preparedness procedures. Prepared by the California Governor's Office of Emergency Services.
1989/1991/1994	Field Manual: Postearthquake Safety Evaluation of Buildings ATC 20-1 (5 copies) Description: Small 4" x 7.5" manuals, 3 deep blue cover (1989), 1 maroon cover (1991), 1 black cover (1994). Easy to use field reference manual contains procedures and guidelines for the safety evaluation of damaged buildings.
00/2003	California Rulemaking Law Under the Administrative Procedure Act, 2003 Edition with 2004 insert Description: Green paperback book. Contains selected statutes and regulations affecting rulemaking in California. Prepared by California Office of Administrative Law.
00/1998	Drafting Legislation and Rules in Plain English Description: Guide to use of plain, simple to understand English for writing legislation.

<u>Date</u>	<u>Title/Description</u>
03/1993	Post-Earthquake Damage Evaluation and Reporting Procedures, A Guidebook for California Schools (17 copies) Description: Booklet, white cover. Guidelines for school personnel to evaluate and report about post-earthquake damage hazards in schools. Prepared by Office of Emergency Services and State Architect Structural Safety Section.
02/1990	Identification and Reduction of Nonstructural Earthquake Hazards in California Schools (14 copies) Description: Booklet, black and white cover. Publication is intended to help identify nonstructural hazards at the school site and to show how those hazards can be reduced. Published by Bay Area Regional Earthquake Preparedness Project.
05/1998	Folder labeled: "5/22/98 EQ. Seminar" Description: Manila folder. Inside folder is a group of pages titled "APPENDIX Handout Masters: Materials for Participants."
N/A	Box containing presentation: Northridge Case Studies Project by Seismic Safety Commission, State of California Description: Yellow/red box. Contains 8 ½" x 11" transparencies for presentation. Prepared by Dennis Bellet, Division of State Architect.
01/1994	Photographs of damage at various schools after Northridge earthquake. Description: Photos are inside a 6" x 9" manila envelope.
N/A	Multiple small slides of buildings and drawings Description: Slides are in plastic protectors.
12/1994, 03/1995	Large Envelope labeled: "Post Earthquake Training Slides" Description: Manila envelope. Inside is a group of pages with a cover page titled "Post-Earthquake Damage Evaluation for California Schools: A Training Program." Developed by Sarah Nathe, OES and Dennis Bellet, DSA. 12/94, There is also a second copy with a 03/95 date.
N/A	Six 11" X 12" overhead projector slides for a presentation, title not specified Description: Slides are manila cardboard framed with black print on clear plastic.
N/A	Capitol Building Survey Negatives/Photos Description: Inside a small black plastic protector.

BOX 2:

<u>Date</u>	<u>Title/Description</u>
05/1981	Earthquake Recovery and Reconstruction Planning Guidelines for Local Governments Description: Binder, gray. 73 pages of earthquake recovery information, well organized with table of contents and tabbed sections. Prepared by California Governor's Office of Emergency Services.
00/1989	Procedures for Postearthquake Safety Evaluation of Buildings ATC 20 (2 copies) Description: Booklet, white cover. Procedures for postearthquake safety evaluation of buildings. Prepared by Applied Technology Council, under the direction of California Office of Emergency Services (OES), Office of Statewide Health Planning and Development (OSHPD), and Federal Emergency Management Agency (FEMA).
06/1991	Procedures for Postearthquake Safety Evaluation of Buildings ATC 20 (4 copies) Description: Booklet, red/black cover. Procedures for postearthquake safety evaluation of buildings. Prepared by Applied Technology Council, under the direction of California Office of Emergency Services (OES), Office of Statewide Health Planning and Development (OSHPD), and Federal Emergency Management Agency (FEMA), revised 6/1991.
00/1995	Addendum to the ATC-20 Postearthquake building safety evaluation procedures ATC 20-2 Description: A review of the implementation of the ATC-20 procedures with an addendum of revisions to those original procedures. Prepared by Applied Technology Council.
06/1991	California Innovations in Disaster Medical Preparedness Description: Booklet, pink cover, black spine. Publication provides a forum for innovative disaster medical preparedness concepts. Prepared by the California Emergency Medical Services Authority.
10/1992	Folder labeled: "Post-Earthquake Evaluation 10/92" Description: Manila folder. Contains various documents and booklets from OES and State Architect regarding damage evaluation after earthquakes.
06/1990	Large Envelope Marked: "H. Patrick Campbell" (contains Japanese earthquake disaster planning information) Description: Manila envelope. Contains various documents concerning the development of earthquake engineering in Japan.

<u>Date</u>	<u>Title/Description</u>
10/1987	Earthquake Preparedness Guidelines for Hospitals Description: Booklet, black & white cover with black plastic spine. An earthquake preparedness and planning guide for hospitals which focuses on pre-event mitigation efforts, internal response planning, external response planning, and recovery phase activities. Prepared by The Hospital Council of Northern California.
00/1989	Performance Under Stress Description: Stapled document, white paper. Mental health concepts for dealing with victims of disasters. Prepared by California Dept. of Mental Health.
10/1992	Office of Statewide Health Planning and Development Emergency Response Plan Description: Document in red Acco binder. OSHPD policy and procedures for emergency response and post-earthquake structural and non-structural assessment of hospitals, skilled nursing and intermediate care facilities in various California counties, revised 10/1992.
11/1997	Office of Statewide Health Planning and Development Emergency Response Plan Description: Booklet, red cover. OSHPD policy and procedures for emergency response and post-earthquake structural and nonstructural assessment of hospitals, skilled nursing and intermediate care facilities in various California counties, revised 11/1997.
02/2001	OES Administrative Order Tool Kit, A Guide for State Agencies in Preparing an Administrative Order Description: Booklet covered with soft plastic deep blue and clear plastic. Contains guidelines for the preparation of an Administrative Order that summarizes and expands upon the emergency preparedness, response, recover, and mitigation functions of the State Agency established in the California State Emergency Plan.
N/A	Office of State Architect Emergency Response Program Description: Binder, black cover with orange paper insert. Binder contains the OSA emergency response program prepared in response to Executive Order W-9-91. Prepared for OSA's former facility at 400 P Street, Fifth Floor, Sacramento, California, 95814.
06/1992	Post-Disaster Safety Assessment Plan, Governor's Office of Emergency Services, State of California Description: Large black binder with red/black paper cover inserts. Contains the OES post disaster plan to assess damaged structures for safety. The plan establishes policies and procedures for the registration, training, mobilization, and use of Safety Assessment Volunteers.

<u>Date</u>	<u>Title/Description</u>
N/A	Post-Disaster Safety Assessment Training for Responding Evaluators, Governor's Office of Emergency Services, State of California Description: Plain white binder, no title or label. OES training manual for evaluators responding to a disaster.

BOX 3:

05/2002 Model Plan, Continuity Plan for Business, DGS Office of Risk and Insurance Management (ORIM)

Description: Stapled group of pages. The plan is intended to develop a capability within ORIM to prepared and respond to, with promptness and efficiency, any significant interruption that hinders ongoing operations.

07/2002 Continuity Plan for Business, Division of State Architect

Description: Stapled group of pages, white. The plan contains procedures to prepare for and recover from an event that results in the loss of business functions within Division of State Architect.

N/A Division of the State Architect Emergency Response Plan (2 copies)

Description: Stapled group of pages. The plan establishes DSA policy and procedures for emergency response and post-earthquake structural and nonstructural assessments for public schools, essential services, community colleges and state buildings.

06/1991 Post Earthquake Investigation Team (PEQUIT) Manual

Description: Booklet, white with black and white cover.

The Post Earthquake Investigation Team gathers information about the performance of bridges and other highway structures after a large earthquake. This information is used to evaluate Caltrans' current design and retrofit procedures. Prepared by Caltrans Office of Earthquake Engineering.

06/1998 School Emergency Response: Using SEMS at Districts and Sites

Description: Group of binder clipped pages, white paper.

Guidelines for planning and training in compliance with the Standardized Emergency Management System. Prepared by California Governor's Office of Emergency Services.

N/A Earthquake Preparedness Resources For Schools, An annotated Bibliography

Description: Booklet, black and white mottle print cover with gold stripe.

An annotated listing of resources pertaining to earthquake preparedness planning and education materials for schools. These resources represent a sampling of the kinds of information that are available and may be helpful to schools interested in developing a disaster plan for safety program.

<u>Date</u>	<u>Title/Description</u>
09/1989	Guidelines for School Earthquake Safety Planning Description: Booklet, black and white mottle print cover with red stripe. This document is designed to assist public and private K-12 grade schools, pre-schools, day care centers, and higher education institutions to begin planning for a damaging earthquake. It is a roadmap to offer suggestions and direction.
00/1989	Earthquake Preparedness for Office, Home, Family, and Community Description: Booklet, white with black print and orange art. Basic, practical earthquake preparedness instructions for office and family. Prepared by Lafferty & Associates, Inc.
06/1992	Local Building Officials' Guide to the Activation and Utilization of Safety Assessment Volunteers – Post-Disaster Safety Assessment Plan (OES) Description: Booklet, gray. This publication is intended as a guide to local building officials to help understand the State of California's Post-Disaster Safety Assessment Plan. It is through this plan that volunteer engineers, architects, and building inspectors are available to assist in post-disaster safety assessment. Much of the plan deals with earthquakes, but the same principals apply to any disaster that would cause damage to buildings, structures, and lifeline systems or facilities. Prepared by the California Governor's Office of Emergency Services.
N/A	Earthquake Preparedness Checklist for Schools (2 copies) Description: Brochure with 8 ½' x 11" pages, 2 folds; white with red and gray printing. The purpose of the brochure is to highlight important questions and activities that should be addressed and undertaken as part of a school safety and preparedness program. Prepared by the Governor's Office of Emergency Services, Southern California Earthquake Preparedness Project (SCEPP).
N/A	Duck, Cover and Hold Description: 9 ½' x 12" folder, white with blue and red printing/photos. This is an earthquake information folder full of information (written articles, brochures, etc) about earthquake preparedness. Prepared by the Ventura County Schools Self-funding Authority.
09/1987	Administrative Guide for School Site Disaster Planning Description: Booklet, three hole punched, held together with one brad, red cover with black printing. Document assists school administrators in updating and expanding their school site disaster plans and to assist school personnel in understanding their specific role and responsibility in the event of a disaster. Prepared by the Ventura County Schools Self-funding Authority.
N/A	Folder labeled: "OSA/SSS EQ RESPONSE" Description: Manila folder. Folder contains Division of State Architect, Structural Safety Section, Emergency Response Program information (charts, written articles, questionnaires, evaluation sheets, etc.).

<u>Date</u>	<u>Title/Description</u>
N/A	Folder labeled: “Parkfield EQ Plan-OES” Description: Orange folder with two internal pockets. Folder contains OES information about the Parkfield Earthquake Response Plan.
09/1995	Folder labeled: “OES Corres. 9/5/95” Description: Manila folder. Contains OES correspondence copies.
07/1995	Folder labeled: “OES-Grant Program 7/13/95” Description: Manila folder. Contains information about the OES Hazard Mitigation Grant Program.
N/A	Folder labeled: “Parkfield” Description: Manila folder. Contains the OES Parkfield Earthquake Prediction Response Plan.
N/A	Folder labeled: “BAY AREA EQ. SCENARIO” Description: Manila folder. Contains booklet: “Program and Abstracts-Second Conference on Earthquake Hazards in the Eastern San Francisco Bay Area (3/92)” and other Bay Area earthquake plan information.
N/A	Folder labeled: “Earthquake Kits” Description: Brown folder. Contains information for purchasing earthquake survival products.
N/A	Miscellaneous brochures selling Earthquake Preparedness supplies.
00/1992	Earthquake Response Plan and Field Guide Description: 8” x 10” tan binder. Contains Earthquake Engineering Research Institute’s (EERI) earthquake investigation plan/guide.
1933/1934	News clippings on the unsafe conditions of California schools—in Long Beach, Los Angeles, Berkeley, Oakland, San Francisco, and other cities. Description: Group of stapled papers, legal size. Contains photo copies of old newspaper articles--difficult to read, print is poor quality.
00/1996	Liquefaction Maps (ATC TechBrief 1) Description: 12-page brochure, white with red/gray art This technical brief inventories and describes the available regional liquefaction hazard maps in the United States and gives information on how to obtain them.
00/1999	Earthquake Aftershocks-Entering Damaged Buildings (ATC TechBrief 2) Description: 12-page brochure, white with red/gray art This technical brief offers guidelines for entering damaged building under emergency conditions.

<u>Date</u>	<u>Title/Description</u>
11/2001	ATC News Bulletin – ATC 20 Procedures Used to Evaluate Damaged Building Near World Trade Center (after 9/11) Description: Black and white newsletter Articles describe the use of ATC 20 procedures after the disaster.
02/2000	Roles & Responsibilities (Appendix M) Description: Stapled group of pages—an appendix only. Outlines roles and responsibilities of state agencies for disaster response.
N/A	Binder labeled: OES Earthquake Program, Post-Earthquake Damage Evaluation for California Schools, A Training Program (Division of State Architect) Description: Black binder. Binder is empty.